

1. Post Details:

Post Title: Training and Events Supervisor
Post Reports to: NLHF Project Manager and FfWHR Engineering Manager
Location: Porthmadog, Gwynedd
Salary: pro rata per annum
Hours: Part-time (0.6 FTE)
Duration: 2 years

2. Purpose of Job:

To support FfWHR to provide a programme of hands-on training events and workshops that support skills and knowledge development of staff, trainees, volunteers and work placement students. They will report to the NLHF Engineering Volunteers Leader.

3. Principal Accountabilities:

- (i) Oversee the training and events programme for staff and volunteers
- (ii) Set up and supervise training workshops and ongoing skills training for engineering volunteers
- (iii) Supervise engineering work placements in liaison with Boston Lodge staff
- (iv) Develop, organise and deliver events for wider public engagement, including public workshops and schools workshops and experiences
- (v) Work with contractors/specialists to deliver the training and events programme
- (vi) Organise and deliver 'becoming a volunteer trainer/assessor training' activity
- (vii) Assist Engineering Volunteers Leader to provide appropriately skilled personnel for working parties/projects
- (viii) Identify further training requirements and arrange for specific training to be delivered
- (ix) Deliver programme of schools workshops and experiences, both directly and through training volunteers to deliver
- (x) Arrange for staff and volunteers to support and deliver events and workshops
- (xi) Arrange for contractors/professionals to deliver events and workshops
- (xii) Develop and maintain training events and workshop plans and materials
- (xiii) Liaise with FfWHR marketing to record events and workshops and to produce marketing and promotional material
- (xiv) Support the work of the NLHF project evaluation consultants by undertaking appropriate evaluation of activities

4. Job Context

The Post Holder will report to the NLHF Engineering Volunteers Leader.

5. Experience, Knowledge, Qualification and Training:

Essential (E) Desirable (D)

Experience

- i. Experience in training and skills development (E)
- ii. Significant experience of working in a practical engineering environment (E)
- iii. Significant experience of successfully working with internal and external teams (E)

- iv. Some experience of monitoring budgets (D)
- v. Experience of delivering training and skills development in National Lottery Heritage Fund projects (D)
- vi. Experience of mentoring or training (D)

Knowledge

- vii. Significant professional and technical knowledge of continuing professional development (E)
- viii. Significant knowledge of technical engineering skills (E)
- ix.
- x. Significant knowledge of working with professionals/professional teams to deliver training (E)
- xi. Knowledge of NLHF processes and requirements (D)
- xii. Knowledge of managing training plans (D)

Qualifications/Accreditations

- xiii. Relevant degree or equivalent e.g. training and professional development (D)
- xiv. Member of related professional body – e.g. ITOL (D)

Skills

- xv. Mentoring and training skills (E)
- xvi. Practical engineering skills (advanced benchwork plus experience of both machining and fabrication) (E)
- xvii. Budget management skills (D)
- xviii. Excellent analytical, problem solving and organisational skills (E)
- xix. Highly effective communication skills, both oral and written (E)
- xx. Excellent negotiation and persuasive skills (E)
- xxi. Team leading skills; able to manage and motivate staff, trainees, volunteers and external consultants (E)
- xxii. Clear client focus and excellent client relationship management skills (E)
- xxiii. Mentoring or training skills (D)
- xxiv. The ability to speak Welsh (D)